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**Junior Achievement of Saskatchewan**

**Business Hall of Fame**

**GALA**

**Tuesday, April 17, 2018**

**Delta Regina - Regina, SK**

**Doors open at 5:30 pm; program/meal start at 6:30 pm**

***Note deadlines for RECEIPT of Award Nominations/Applications:***

*Semester 1 Companies*

*ALL NOMINATIONS –* ***midnight, Monday, February 5, 2018***

*Semester 2 and Year-long Companies*

*Individual / Leadership NOMINATIONS –* ***midnight, Monday, April 2, 2018***

*Team NOMINATIONS -* ***midnight, Monday, May 28, 2018***

***ALL nominations/applications must be submitted online.***

***Guidelines for uploading will be published in a separate document.***

*Direct inquiries regarding awards to:*

[***kgagne@jasask.org***](mailto:kgagne@jasask.org) ***306.525.5020***

***Awards Selection Committee is made up of***

***Junior Achievement of Saskatchewan Board Members and Community Volunteers.***

**Submission Guidelines:**

Recorded responses or speeches should be in a **video format**. Any video format should be readable and acceptable, but **.mp4 (mpeg-4 video format)** is preferred. **File size must be under 300 MB.**

|  |  |
| --- | --- |
| **Award and Link to DropBox Folder** | **Required Files** |
| **Human Resources Management:**  <https://www.dropbox.com/request/hRpZWMy5NQ1IBBvXLFoV> | Two files:   * Nomination Form – saved as **FirstLast\_CompanyName** * Recorded Response – saved as **FirstLast\_CompanyName** |
| **Information Technology Excellence:**  <https://www.dropbox.com/request/FvvXCefFDo5VL8lUu2LJ> |
| **Production Excellence:**  <https://www.dropbox.com/request/RTZyuuOWkXND2uTpl2fS> |
| **Marketing Excellence:**  <https://www.dropbox.com/request/Jw9BhV0dfDSe7BrWnnJi> |
| **Environment, Health & Safety:**  <https://www.dropbox.com/request/4OZxbjfeOnkj9Fjm8aJO> |
| **Financial Management:**  <https://www.dropbox.com/request/X5oaom1pPyFtXaX6ttEL> |
| **President of the Year:**  <https://www.dropbox.com/request/8H94Wyi8Oh2S0j7hBmJF> |
| **Salesperson of the Year:**  <https://www.dropbox.com/request/RRoabhGqnAC3uai6MiUe> | Nomination form - saved as **FirstLast\_CompanyName** |
| **Professional Leadership:**  <https://www.dropbox.com/request/EouvRy4hDtHqKi1lluON> | * Recorded Speech – saved as **FirstLast\_CompanyName** * Letter of Recommendation – saved as **FirstLast\_CompanyName** |
| **Achiever of the Year:**  <https://www.dropbox.com/request/ifq3A4bh9OxwVQHprEAU> | * Recorded Speech – saved as **FirstLast\_CompanyName** * Letter of Recommendation – saved as **FirstLast\_CompanyName** |
| **Teamwork:**  <https://www.dropbox.com/request/lQVbtGTrBPXNw80XZ69U> | One page summary – saved as **CompanyName** |
| **Product Design:**  <https://www.dropbox.com/request/gQVhJnxYUnP3eenpNHdB> | * Written submission OR video submission – saved as **CompanyName** * Sample product mailed to the Regina office OR a photo file – saved as **CompanyName** |
| **Most Improved Company:**  <https://www.dropbox.com/request/MQSuTYH96BviUQuwRlrC> | One page summary – saved as **CompanyName** |
| **Company of the Year:**  <https://www.dropbox.com/request/ISqhwsUXIq8hszIDXFex> | * Business Plan – saved as **CompanyName\_BP** * Minutes of Meetings – combined into one file – saved as **CompanyName\_MM** * Sample Product – .jpeg file – saved as **CompanyName** * Final Shareholders’ Report – saved as **CompanyName\_FSR** |

**Please note:**

***Submissions that do not follow the above guidelines***

***or are incomplete will be rejected.***

|  |  |  |
| --- | --- | --- |
| **INDIVIDUAL AWARDS** | | |
| **Award** | **Criteria** | **Application Requirement** |
| **Human Resource Management** | This award is presented to the achiever who maintained accurate, orderly records and took pride in his/her position in a professional manner. This achiever has displayed exceptional ability to motivate and train staff, to facilitate teamwork, and to ensure that each team member played a meaningful role and was valued for his/her contribution to the company. | *Each award nomination requires:*   * *recorded responses (maximum length of 4 minutes) to 6 interview questions* * *completed nomination form*   *Interview questions and evaluation rubric can be found on page 6.*  *Nomination forms start*  *on page 11 but are also saved individually on the wikispace under Documents and Files.*  ***Note:***   * *Each individual award (with the exception of President, Achiever of the Year, and Leadership) have a $500 scholarship attached.* * *President of the Year, Achiever of the Year and Leadership winners will be given the opportunity to attend, all expenses paid, the NEXT Generation International Leadership conference.* |
| **Information Technology Excellence** | This award is presented to the achiever who took pride in his/her position in a professional manner and showed initiative in the area of Information Technology development and management. |
| **Production Excellence** | This award is presented to an achiever who has shown him/herself a leader in the company’s overall production initiative and who took great pride in the work. |
| **Marketing Excellence** | This award is presented to the achiever who displayed outstanding efforts in the fields of promotion and marketing. The achiever will have shown a creative ability in sales, promotion and marketing. |
| **Environment, Health, and Safety** | This award honors the Achiever who played a significant role in the development, implementation, monitoring, and ongoing improvement of the company’s plan for a healthy and safe working environment. |
| **Financial Management** | This award is presented to the achiever who has shown outstanding abilities in handling, recording and balancing the company's finances. This achiever has maintained accurate financial records, has shown responsibility and leadership, and could report on the company’s financial position at any given moment. |
| **President of the Year** | This award is presented to the Achiever who has exhibited the qualities and abilities that make an exceptional leader. As President of the company, he/she has led with competence and confidence, provided mentorship to team members, and has been an outstanding ambassador for the company. Representing Saskatchewan and Canada, the award recipient will travel to the annual Next Generation Leaders Forum, an international conference hosted by Junior Achievement of Canada and attended by Achievers from around the world. |

|  |  |  |
| --- | --- | --- |
| **Award** | **Criteria** | **Application Requirement** |
| **Salesperson of the Year** | This award is presented to the Achiever with high individual sales of company products or services and who has shown outstanding professionalism, initiative and perseverance in the selling of the company’s products and services. | * *Completed nomination form, found on page 18; it is also saved on the wikispace under Documents and File* |
|  |  |  |
| **Leadership**  **Excellence** | This award is presented to the Achiever who presents a positive business approach with exceptional public relations and dedication to ensuring the success of his/her Junior Achievement Company. This Achiever will have shown outstanding leadership not only in his or her Company but also in the Program as a whole. Representing Saskatchewan and Canada, the award recipient will travel to the annual Next Generation Leaders Forum, an international conference hosted by Junior Achievement of Canada and attended by Achievers from around the world. | * *recorded speech (maximum length of 3 minutes) that addresses the topic, “Leadership is \_\_\_\_\_\_\_\_.”* * *letter of recommendation from teacher/advisor/ mentor*   *Evaluation rubric can be found on page 7.* |
| **Achiever of**  **the Year** | This award is presented to the outstanding Achiever who has displayed dedication and overwhelming commitment to the Company Program throughout the year. The recipient will have shown exceptional leadership and perseverance as well as a willingness to help fellow Achievers develop business skills. Representing Saskatchewan and Canada, the award recipient will travel to the annual Next Generation Leaders Forum, an international conference hosted by Junior Achievement of Canada and attended by Achievers from around the world. | * *recorded speech (maximum 3 minutes in length) that addresses the topic, “What Personal Achievement Means to Me.”* * *letter of recommendation from teacher/advisor/ mentor*   *Evaluation rubric can be found on page 7.* |

|  |  |  |
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| **TEAM AWARDS** | | |
| **Award** | **Criteria** | **Application Requirement** |
| **Product**  **Design** | This award is presented to the company whose product best incorporates a combination of imagination, creativity, marketability, construct ability and materials cost. | * *Written submission OR a dropbox submission detailing the company’s product development journey (answering such questions as, ‘How did the company determine its product idea? What opportunity does it address? What prototypes were developed? What does it cost to produce? How is it produced? etc.)* * *submission of a sample product(s) or, as a minimum, high quality photograph(s)* |
| **Most**  **Improved Company** | This award is presented to the company that has displayed the most improvement in overall company operations. This Company has shown the perseverance and dedication to overcome challenges and ensure growth and development in the Company Program. | * *(maximum) one-page summary detailing the company’s obstacles/challenges and its strategies to overcome – submitted by teacher/advisor/mentor* | |
| **Teamwork Award** | To attain this award, the company must display a team effort in sales and production, have each Achiever sell at least two products, and keep accurate and complete records. This Award is given to the company that embodies the JA spirit and objectives. | * *(maximum) one-page summary detailing the company’s ‘fit’ with the award criteria – submitted by teacher/advisor/mentor* | |
| **Company of the Year** | This award is presented to the company that achieved the minimum standards of 80% attendance, strong sales, high degree of production and commercial development of the product, prompt payment of wages and invoices, meeting of shareholders report requirements, general spirit and participation by all. The company will have embodied the spirit of JA, which is the gaining of business knowledge, as well as the promotion of teamwork and cooperation. | *Application package consisting of:*   * *Business plan* * *Minutes of all meetings* * *Sample product or high-quality photo of product* * *Final shareholders’ report* | |

**EVALUATION RUBRICS**

**AND**

**NOMINATION FORMS**

**Achiever RESPONSES**

**evaluation Form**

**Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
|  | **Score** |
| **QUESTIONS**  **Scale:** 4 - answers question fully with detail 3 - answers question with some detail  2 - answers question but with no detail1 - unable to answer question | |
| 1. Tell us a bit about yourself, your company and the position you held within the company. |  |
| 1. What talents, skills and/or abilities do you possess that make you a good fit for the position, and how did you contribute to the company’s overall success? |  |
| 3. Why did you decide to take this class. What do you hope to learn and/or what have you learned thus far that will help you in the future? |  |
| 1. What skills or abilities do you feel are most important when working in a team environment? |  |
| 1. Describe a challenge that you or your company faced and how it was overcome. |  |
| 1. Why is the Junior Achievement Student Venture experience important to you? |  |
| **GENERAL PERFORMANCE RATING SCALE**  **Scale**: 4 – excellent3 – good2 – fair 1 – poor | |
| Professional Appearance  (appears neat, clean and tidy; dressed in business attire) |  |
| Professional Presentation  (Presentation is clear, crisp and easy to understand; pace of presentation, voice projection, pronunciation and enunciation make it easy to listen to) |  |
| Professional Attitude  (appears confident, enthusiastic, and positive) |  |
| Length of presentation (maximum 4 minutes) |  |
| **TEACHER/ADVISOR RECOMMENDATION**  **Scale**: 4 – excellent3 – good2 – fair 1 – poor | |
| Provides strong support of candidate |  |
| Provides concrete correlations between award criteria and candidate |  |
| **THE COMPLETED NOMINATION**  10 - outstanding 8 - very good 6 - good 4 - fair 2 - poor | |
| Evokes the response, ‘I’d hire this person!’ |  |
| **TOTAL SCORE** | **\_\_\_\_\_\_/58** |

**LEADERSHIP EXCELLENCE**

**&**

**ACHIEVER OF THE YEAR AWARDS**

**SPEECH EVALUATION FORM**

**Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
|  | **Score** |
| **Evaluation Level Criteria:**  Level 4 – High Degree/excellent Level 3 – Considerable Degree/good  Level 2 – Some Degree/fair Level 1 – Limited to No Degree/poor | |
| **SPEECH** |  |
| Addresses the award topic |  |
| Begins with an attention-grabbing introduction |  |
| Progresses in a well-planned thoughtful presentation that leads to a clear conclusion/summary |  |
| Demonstrates a depth of understanding and wealth of ideas |  |
| Articulates a personalized point of view, referencing personal experiences |  |
| Professional Appearance  (Presenter appears neat, clean and tidy and is dressed in business attire.) |  |
| Professional Presentation  (Presentation is clear, crisp and easy to understand; pace of presentation, voice projection, pronunciation and enunciation make it easy to listen to; eye contact, gestures and posture enhance—not detract—from the presentation.) |  |
| Professional Attitude  (Presenter appears confident, enthusiastic, and positive.) |  |
| Length of Presentation (maximum 3 minutes) |  |
| **TEACHER/ADVISOR RECOMMENDATION** |  |
| Provides strong support of candidate |  |
| Provides concrete correlations between award criteria and candidate |  |
| **THE COMPLETED NOMINATION**  10 - outstanding 8 - very good 6 - good 4 - fair 2 - poor |  |
| Evokes the response, ‘I’d hire this person!’ |  |
| **TOTAL** | **\_\_\_\_\_\_/54** |

**COMPANY OF THE YEAR**

**EVALUATION FORM**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Opening Share Value: \_\_\_\_\_\_\_\_\_\_\_\_ Closing Share Value: \_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Company Members: \_\_\_\_\_\_\_\_\_\_\_\_**

**Company Operated from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_**

**Sponsoring Business/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***BUSINESS PLAN***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | ***Exceptional*** | ***Adequate*** | ***Inadequate*** | ***N/A*** |
| Professional in appearance and presentation | |  |  |  |  |
| Reporting is complete in the following areas: | |  |  |  |  |
|  | Table of Contents |  |  |  |  |
|  | Executive Summary |  |  |  |  |
|  | Mission Statement and Goals |  |  |  |  |
|  | The Management Team |  |  |  |  |
|  | The Product or Service |  |  |  |  |
|  | Marketing and Sales |  |  |  |  |
|  | Production |  |  |  |  |
|  | Personnel and Compensation Plan |  |  |  |  |
|  | Information Technology |  |  |  |  |
|  | Finance and Budget Forecast |  |  |  |  |
|  | Risks and Conclusions |  |  |  |  |
|  | Safety (optional) |  |  |  |  |
| Examples of support documents (ie. promotional materials, invoices, etc.) are provided. | |  |  |  |  |
| Additional information/documentation adds to the report rather than detracting or cluttering the information | |  |  |  |  |

*Comments:*

***SHAREHOLDERS’ REPORT***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | ***Exceptional*** | ***Adequate*** | ***Inadequate*** | ***N/A*** |
| Professional in appearance and presentation | |  |  |  |  |
| Reporting is complete in the following areas: | |  |  |  |  |
|  | Table of Contents |  |  |  |  |
|  | Letter to Shareholders OR the President’s Report |  |  |  |  |
|  | Sales and Marketing |  |  |  |  |
|  | Management Discussion and Analysis |  |  |  |  |
|  | Share Price History |  |  |  |  |
|  | Summary of Financial Figures and Statements |  |  |  |  |
|  | Auditor Report (optional) |  |  |  |  |
|  | List of Directors and Employees |  |  |  |  |
| Additional information/documentation adds to the report rather than detracting or cluttering the information | |  |  |  |  |

*Comments:*

***MINUTES OF MEETINGS***

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Exceptional*** | ***Adequate*** | ***Inadequate*** |
| Format/presentation of minutes meets business standards. |  |  |  |
| Minutes reflect procedures that followed an established agenda and business standards. |  |  |  |
| Minutes reflect active and ongoing participation by **ALL** team members. |  |  |  |

*Comments:*

***CHECKLIST***

* *Creative* and *original* business concept
* Every member purchased at least one share in the company.
* Every member contributed to overall company sales; it was a team effort that did not rely on a handful of members for sales.
* Roles were clearly defined, and each member contributed in a meaningful position.
* Production kept up to, but did not exceed or fall short of, demand.
* Production was ongoing throughout the life of the business.
* The initial share offering did not exceed $20/investor.
* Shareholder return is a minimum of 1%.
* The company made a charitable donation to a charity of choice.
* All expenses (ie. wages, salary, commissions, overhead costs, etc.) were paid in a timely fashion.
* There are no outstanding accounts payable or receivable.
* A sample product or high-quality photograph of the product or service is provided.
* Minimum attendance of 80% was maintained.

*Comments:*

Nomination for

**HUMAN RESOURCES MANAGEMENT**

|  |  |
| --- | --- |
| ***Nominee*** |  |
| ***Position held within Company*** |  |
| ***Company*** |  |
| ***Town/City*** |  |
| ***School (if applicable)*** |  |

***Qualifications***

**Describe the nominee’s contribution to the Human Resources Department of the company, specifically noting his/her ability to:**

* **maintain accurate records (ie. attendance, commissions/wages, hours, work schedules, etc.)**
* **take pride in the work,**
* **display professionalism at all times, and**
* **motivate, train, and encourage others.**

Nomination for

**INFORMATION TECHNOLOGY EXCELLENCE**

|  |  |
| --- | --- |
| ***Nominee*** |  |
| ***Position held within Company*** |  |
| ***Company*** |  |
| ***Town/City*** |  |
| ***School (if applicable)*** |  |

***Qualifications***

**Describe the nominee’s role within the Information Technology Department. Specifically highlight his/her contribution and its impact on the company’s overall success.**

Nomination for

**PRODUCTION EXCELLENCE**

|  |  |
| --- | --- |
| ***Nominee*** |  |
| ***Position held within Company*** |  |
| ***Company*** |  |
| ***Town/City*** |  |
| ***School (if applicable)*** |  |

***Qualifications***

**Describe the nominee’s role within the Production Department. Specifically highlight his/her contribution and its impact on the company’s overall production success.**

Nomination for

**MARKETING EXCELLENCE**

|  |  |
| --- | --- |
| ***Nominee*** |  |
| ***Position held within Company*** |  |
| ***Company*** |  |
| ***Town/City*** |  |
| ***School (if applicable)*** |  |

***Qualifications***

**Describe the nominee’s role within the Marketing Department. Specifically highlight his/her efforts to promote, sell and market, noting the impact on overall company success.**

Nomination for

**ENVIRONMENT, HEALTH, AND SAFETY EXCELLENCE**

|  |  |
| --- | --- |
| ***Nominee*** |  |
| ***Position held within Company*** |  |
| ***Company*** |  |
| ***Town/City*** |  |
| ***School (if applicable)*** |  |

***Qualifications***

**Describe the nominee’s role within the Environment, Health, and Safety Department. Specifically highlight his/her role in the development, implementation, monitoring, and ongoing improvement of the company’s plan for a healthy and safe working environment.**

Nomination for

**FINANCIAL MANAGEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Nominee*** |  | | |
| ***Position held within Company*** |  | | |
| ***Company*** |  | | |
| ***Town/City*** |  | | |
| ***School (if applicable)*** |  | | |
| ***Company’s Total Revenue*** |  | ***Company’s Total Expenses*** |  |
| ***Number of Invoices Paid*** |  | ***Number of Deposits Made*** |  |

***Qualifications***

**Describe the nominee’s role within the Finance Department and the scope of his/her work. Specifically highlight his/her ability to maintain accurate, up-to-date records and to constantly monitor and report on the company’s financial position.**

Nomination for

**PRESIDENT OF THE YEAR**

|  |  |
| --- | --- |
| ***Nominee*** |  |
| ***Position held within Company*** |  |
| ***Company*** |  |
| ***Town/City*** |  |
| ***School (if applicable)*** |  |

***Qualifications***

**What makes this nominee an *exceptional* leader and an outstanding ambassador of his/her company? Reference leadership abilities, qualities, and actions within the context of the company experience.**

Nomination for

**SALESPERSON OF THE YEAR**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Nominee*** |  | | |
| ***Position held within Company*** |  | | |
| ***Company*** |  | | |
| ***Town/City*** |  | | |
| ***School (if applicable)*** |  | | |
| ***# of Units Sold*** |  | ***$ Value of Sales*** |  |

***Qualifications***

**Describe the nominee’s demonstration of the following attributes while selling company products/services: outstanding professionalism, initiative, and perseverance.**